



Scott Liang, M.D. Inc.

4153 E Live Oak Ave, Arcadia, CA 91006,
Phone: 626-628-0808, Fax: 626-628-0809, www.drscottliang.com

In search of motivated Medical Assistant Front and Back (Bilingual will have priority)

Why Work Here? “New office, busy but easy going atmosphere, benefits package, yearly appraisals, raises, free luncheons, team spirit and room for growth”

Benefits: FT employees enjoy medical, dental and 401K after qualifying period, sick pay

Job Qualifications:

- Integrity and is trustworthy
- Professional letters of recommendation
- MA Certificate is a plus, but will train in house
- Strong Plus: Bilingual in Chinese (Mandarin/Cantonese) or Spanish
- Positive “can do” work attitude and self motivated
- Friendly with good customer service on phone or in person
- Upbeat and likeable
- Computer literate (typing proficiency and navigating many computer systems, must have prior EMR experience or fast learner
- Handle both “back office” and “front office” duties and anything needed for the office such as cleaning
- Organized and task completion in an accurate and timely manner
- High school diploma, college completion is a plus
- Able to work independently

Job Duties:

The applicant must be able to perform all Medical Assistant duties such as injections, vitals, EKG, patient history, data entry to EMR, organizing drugs, inventory, referrals, lab results, HIPAA compliance, room and office cleaning and all tasks necessary for the office to function. Office duties include answering the phone, reception desk, pulling eligibility, scheduling, bill collecting, working with all office equipment. The applicant must also interpret communication between the doctor and Chinese or Spanish speaking patients. All work is documented in the EMR system Eclinical works, therefore the applicant must be very fluid with the system and able to work quickly and accurately.

About Scott Liang, M.D. Inc: Sole Internal Medicine provider medical clinic caring for patients ages 14 and up. We are a growing practice and in need of strong team players!

Pay dependent on experience: \$14.50 - \$18.00/hour

Entry level Trial Period: 60 – 90 days

Teri Ching

Office Manager

Call or text: 626-627-6911

E-mail: tching1637@gmail.com